

**PART 70/ENHANCED NSR/FESOP PERMIT APPLICATION INSTRUCTIONS**

**ATTACHMENT 4**  
**COMPLETENESS CHECKLIST**

**January 1996**  
Revised 1/16/96

## ATTACHMENT 4

### PERMIT APPLICATION COMPLETENESS CHECKLIST INSTRUCTIONS

The permit application checklist has been developed to assist applicants and permit reviewers in determining if the application is complete and the review of the application can proceed. The checklist is not to be used to determine if the information is technically adequate, rather its use is confined to determining if the permit application is "administratively" complete and processing of the application can begin. The checklist is provided for use by the applicant, as a final internal check before the application is submitted to the department. Except for the summary (pp. 11-12), it is not to be turned in with the application.

Pages 1-8 reflect the information requested on the general source data (GSD) forms (GSD-01 through GSD-11). These pages identify the relevant form and a table is provided for each of the questions on the form. The tables identify specific information requirements and provide space for checking if the information is provided (C), is not provided (I), or is not applicable (N/A). For each of the sections and each question, department staff will be making a notation during application review. To assure that all items have been addressed, you should check to see if there are any questions for which you cannot indicate a notation (C,I,N/A).

Page 9 of the checklist is to be used with the process information (PI) forms. This page should be duplicated enough times to account for all of the PI forms included with the application. As discussed in the application instructions, the complete description of the individual's emission units will require a PI form, a control equipment form (CE), and a compliance data (CD) form **[CD form not required for FESOP applications]**. Use pages 12 and 13 to document that all necessary forms are included in the application.

Page 10 includes the Compliance Certification section that must be completed by all Part 70 (Title V) sources. FESOP sources are not required to complete the Compliance Certification.

Pages 11 and 12 are a completeness checklist summary. These pages should be used to document the type of forms that are included in the application and the number of each type of form. Be sure to note that certain forms are not included in the application (not applicable to the source) by entering "N/A" in the appropriate space. **These pages are the only pages from the Attachment 4, Completeness Checklist to be included with the application when it is submitted.**

Each of the sections of the completeness checklist includes space for additional comments. Any information that is needed to clarify the application information (or lack thereof) should be presented in these spaces or you may include the information on a separate sheet and attach to the relevant form.

**PART 70/ENHANCED NSR/FESOP APPLICATION COMPLETENESS CHECKLIST**

**APPLICATION INFORMATION**

Application Tracking #:
Date Application Received:

<b>Type of Permit:</b>				
	a) Part 70 Permit		i) Initial	iv) Modification:
	b) FESOP Permit		ii) Renewal	Minor
			iii) General	Significant
	c) Construction Permit (check one)		i) Construction of new plant or facility	ii) Modification of existing plant or facility

<b>New/Modified Units</b>	<b>C</b>	<b>I</b>	<b>N/A</b>
<b>List of New or Modified Units</b>			

	<b>C</b>	<b>I</b>	<b>N/A</b>
<b>EPA Area Designation</b>			

**GENERAL INFORMATION** / GSD-01 / General Source Information

<b>Identification Information</b>	<b>C</b>	<b>I</b>	<b>N/A</b>
Company Name			
Mailing Address			
Street Address			
Contact Person			
Telephone #			
Within 50 miles of adjacent state?			
Plant ID #			

**GENERAL INFORMATION** / GSD-01 / General Source Information

<b>Owner Information</b>	<b>C</b>	<b>I</b>	<b>N/A</b>
Company Name			
Address			
Telephone #			
Agent			
Address			
Telephone #			

<b>Operator Information</b>	<b>C</b>	<b>I</b>	<b>N/A</b>
Company Name			
Address			
Telephone #			
Contact Person			
Telephone #			

<b>Responsible Official</b>	<b>C</b>	<b>I</b>	<b>N/A</b>
Name			
Title			
Address			
Telephone #			
Fax # (optional)			

<b>Certification of Truth, Accuracy and Completeness</b>	<b>C</b>	<b>I</b>	<b>N/A</b>
Name			
Title			
Signature			
Date			

**GENERAL INFORMATION** / GSD-01 / General Source Information (continued)

Plant Description	C	I	N/A
Process Description & SIC Code			
Product Description & SIC Code			

Current Permits	C	I	N/A
Permit Number & Unit ID			
Copies of Permits included			

Limited Liability - IC 13-10-4-1	C	I	N/A
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Units identified			
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Overall Completeness of General Source Information: Form GSD-01	Complete		Incomplete	
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Comments:

**GENERAL INFORMATION** / GSD-02 / Plant Layout/GEP Stack Height Information

Item	Yes	No
Plant Layout(s) included		

Comments:

**GENERAL INFORMATION** / GSD-03 / Flow Diagram

Item	Yes	No
Flow Diagram(s) included		

Comments:

**GENERAL INFORMATION** / GSD-05 / Fugitive Emission Source Description

Item	C	I	N/A
Unit identification			
Identification of pollutant			
Description of unit			

Overall Completeness of General Source Information: Form GSD-05	Complete		Incomplete	
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Comments:



**GENERAL INFORMATION / GSD-06 / Emission Unit Description**

Item	C	I	N/A
Stack/Vent Identification			
Emission Unit Identification			
Installation Date			
Brief description of unit			

<b>Overall Completeness of General Source Information: Form GSD-06</b>	<b>Complete</b>		<b>Incomplete</b>	
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<b>Comments:</b>

**GENERAL INFORMATION / GSD-06(a) / General Unit/Activity Information**

Item	C	I	N/A
Unit or Category Description			
Pollutant(s)			
Citation & Citation Description			
Compliance Status (In Compliance?)			

<b>Overall Completeness of General Source Information: Form GSD-06(a)</b>	<b>Complete</b>		<b>Incomplete</b>	
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<b>Comments:</b>

**GENERAL INFORMATION / GSD-09 / Miscellaneous Information** *(Duplicate as necessary)*

Item	C	I	N/A
Unit ID			
Form Item #			
Form number to be supplemented			
Additional descriptive/narrative information			
Additional calculations/diagrams			

<b>Overall Completeness of General Source Information:</b> Form GSD-09	<b>Complete</b>		<b>Incomplete</b>	
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<b>Comments:</b>

**GENERAL INFORMATION / GSD-10 or GSD-10(a) / Insignificant Activities**

Item	Yes	No
Insignificant Activity List included		

**GENERAL INFORMATION / GSD-11 / Alternative Operating Scenarios**

Item	C	I	N/A
Unit ID			
S/V ID			
Alternative Operating Scenario ID#			
Alternative Operating Scenario Description			
PI FORM			
CE FORM			
CD FORM			
Other forms			

**Overall Completeness of Alternative Operating Scenario:** Form GSD-11

<b>Complete</b>		<b>Incomplete</b>	
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<b>Comments:</b>

**PROCESS INFORMATION FORMS** (Duplicate this form as necessary to include all PI forms)

PI FORM #	PI FORM NAME

Item	C	I	N/A
Unit ID			
S/V ID			
Material Usage			
Fuel Usage			
Equipment Information			
Production Rates			
Operating Schedule			

**Control Equipment Information**

FORM #	FORM NAME	C	I	N/A
CE-01	Particulate Control Equipment			
CE-02	Thermal/Catalytic Oxidizers			
CE-03	Adsorbers			
CE-04	Condensers			
CE-05	Miscellaneous Control Equipment			

**Compliance Information**

FORM #	FORM NAME	C	I	N/A
CD-01	Facility/Unit Compliance Status			
CD-02	Compliance Plan by Applicable Requirement (only for those not in compliance)			
CD-03	Compliance Plan by Facility/Unit (only for those not in compliance)			
CD-04	Compliance Schedule (only for those not in compliance)			

**Overall Completeness of Process Information Forms**

Complete		Incomplete	
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Comments:

**SOURCE COMPLIANCE INFORMATION**

**COMPLIANCE INFORMATION / CD-05 / Compliance Certification**

Item	C	I	N/A
Company Name			
Source ID			
Certification of Compliance Status			
Unit Identification (those not in compliance)			
Applicable Requirement (for those units not in compliance)			

**Signature of Responsible Official**

Item	C	I	N/A
Name			
Title			
Signature			
Date			

**Overall Completeness of Compliance by Compliance Certification Form**

Complete		Incomplete	
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<b>Comments:</b>

**COMPLETENESS CHECKLIST SUMMARY**

<b>Company Name:</b>	<b>Plant ID#:</b>
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FORM #	FORM NAME	C	I	N/A
GSD-01	General Source Information			
GSD-02	Plant Layout			
GSD-03	Flow Diagram			
GSD-05	Fugitive Emissions Source Description			
GSD-06	Emission Unit Description			
GSD-06(a)	General Unit/Activity Information			
GSD-09	Miscellaneous Information			
GSD-10(a)	Insignificant Activities			
GSD-11	Alternative Operating Scenarios			

**PROCESS/CONTROL EQUIPMENT/UNIT COMPLIANCE**

FORM #	Number of forms	FORM NAME	CE FORM	CD-01	CD-02	CD-03	CD-04
PI-01		Incineration					
PI-02		Combustion					
PI-03		Bulk Material					
PI-04		Asphalt Plant					
PI-05		Brick/Clay					
PI-06		Reciprocating I/C					
PI-07		Gas Turbine					
PI-08		Concrete					
PI-09		Degreasing					
PI-10		Dry Cleaners					
PI-11		Foundries					
PI-12		Grain Elevators					
PI-13		Lime Mfg.					
PI-14		Tank Storage					

**COMPLETENESS SUMMARY (continued)**

**PROCESS/CONTROL EQUIPMENT/UNIT COMPLIANCE (continued)**

FORM #	Number of forms	FORM NAME	CE FORM	CD-01	CD-02	CD-03	CD-04
PI-15		Portland Cement					
PI-16		Printing					
PI-17		Sand/Gravel					
PI-18		Nonmetallic Mineral					
PI-19		Surface Coating					
PI-20		Wood/Plastic					
PI-21		Soil Remediation					
PI-22		Vehicle Traffic					
PI-23		Pneumatic Blasting					
PI-24		Plastics/Composites					
PI-25		Welding/Cutting					
PI-26		Miscellaneous					
PI-27		Fugitive VOC/HAP					
PI-28		Mechanical Blasting					
PI-29		Electroplating					

**SOURCE COMPLIANCE INFORMATION**

FORM #	FORM NAME	C	I	N/A
CD-05	Compliance Certification			

**OVERALL COMPLETENESS OF APPLICATION**

Application complete; begin processing:	
Application incomplete; additional information required:	

<b>Comments:</b>	
<b>Reviewer:</b>	<b>Date:</b>

